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Personnel

**CHIEF MASTER SERGEANT OF THE AIR
FORCE AND SENIOR ENLISTED ADVISOR
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the selection and approval authority for the position of Chief Master Sergeant of the Air Force and Senior Enlisted Advisor (SEA) positions. This instruction carries out Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, and in coordination with HQ AFPC/DPAC.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It substantially revises AFI 36-2109, 6 May 1994, clarifies establishment of SEAs at several organizational levels, and defines tenure and assignment availability of personnel selected for and filling SEA duty positions. For principal responsibilities, refer to attachment 1.

1. Who Can Establish Chief Master Sergeant of the Air Force (CMSAF) Position. The Chief of Staff, USAF, will select people for CMSAF who can best advise both the Chief of Staff and the Secretary of the Air Force on all enlisted force matters. The Chief of Staff will determine the tenure of the chief master sergeant in the position.

2. Who Can Establish Senior Enlisted Advisor Positions. Major Commands (MAJCOM) will establish SEA positions only as follows:

2.1. One SEA per installation host wing. Additional SEAs are authorized under the following criteria:

2.1.1. One for MAJCOM Headquarters (HQ).

2.1.2. One for Numbered Air Force (NAF) HQ only if the NAF has both one or more geographically separated wings and an authorized enlisted population exceeding 1000 within those wings.

2.1.3. One for center HQ only if the center has both one or more geographically separated wings and an authorized enlisted population exceeding 1000 within those wings.

2.1.4. Tenant wings are authorized a SEA if their authorized enlisted population exceeds 1000.

2.1.5. When an installation having a NAF or center is not authorized an additional SEA under paragraphs 2.1.2 or 2.1.3, the command may place the installation SEA at the NAF or center rather than the host wing.

2.2. Associate units and Field Operating Agency Headquarters may request an additional SEA position from HQ USAF/XP, if required, for organizations with an enlisted population of more than 1000, or with frequent or mass temporary duty (TDY) commitments, or special mission requirements that affect quality of life. HQ USAF/XP/DP/CCC will review installations with multiple SEA positions annually. SEA positions approved prior to the effective date of this AFI will not be affected by paragraphs 2.1 - 2.1.5; however, they will be part of the annual HQ USAF review.

2.3. Joint Activities, Defense Agencies, and Unified Commands may request SEA positions from HQ USAF/XP if their Air Force enlisted population exceeds 1000. Where populations are less than 1000, First Sergeant positions are appropriate. First Sergeants will use the 8F000 identifier and the First Sergeant duty title.

2.4. MAJCOMs, Joint Activities, Defense Agencies, and Unified Commands must use existing CMSgt resources to establish SEA authorizations.

2.5. The Commander of the Air Force Reserve Command (AFRC) and the Director of the Air National Guard (ANG) may establish SEA positions on their command staff and set procedures for additional positions at subordinate organizations to meet wartime and peacetime needs.

2.6. Commands establishing unit SEA positions must take action to ensure those units are included in Address Indicating Group (AIG) 9360.

3. Other Program Aspects:

3.1. HQ AFPC/DPAC will notify the losing military personnel flight (MPF) to publish orders assigning the CMSAF and announce promotion to the grade of CMSAF.

3.2. All approved SEA positions will use CCC as the standard functional address symbol.

3.3. The AFPC Chief of The Chiefs' Group (HQ AFPC/DPAC) approves the award of SDI 9E000 and duty title of SEA.

3.4. Commanders can appoint interim Senior Enlisted Advisors for a maximum of 90 days only.

3.5. HQ AFPC/DPAC may determine Chiefs in critically manned Chief Enlisted Manager (CEM) Codes are not releasable for SEA duty. Command DPs will coordinate final selection of candidates with HQ AFPC/DPAC to ensure availability for SEA duty prior to any announcement of selection. HQ AFPC/DPAC, working closely with the command DP staff and the hiring commander, will make the final decision on availability based upon most critical Air Force needs. HQ AFPC/DPAC, working with the command DP staff, will also make or approve all notification announcements of SEA selection.

3.6. Tenure of SEA is at the discretion of the organizational commanders. Continental United States (CONUS) based SEAs will be placed in assignment availability code 45 (2-year tour) to provide assignment stability. Organizational commanders may request a 1-year extension or curtail the initial 2-year period at their discretion. All extensions and curtailments must be coordinated with HQ AFPC/DPAC. To prevent loss of proficiency and to ensure fair selection for overseas assignments, HQ AFPC/DPAC will coordinate with commanders who have not requested an additional 1-year extension after the initial 2-year deferment to return SEAs to duty in their awarded specialties. When a commander does request a 1-year extension to the initial 2-year deferment period, HQ AFPC/DPAC will work closely with the commander to return the SEA to duty in their awarded specialty following the extension, if needed, based upon most critical Air Force needs. AFRC and ANG may establish guidelines for their SEAs.

3.7. Commanders must select CMSgts, but in special or unusual circumstances, can consider CMSgt selectees; however, CMSgt selectees must be in the grade of CMSgt before assuming the SEA position. For the AFRC and ANG, SMSgts meeting eligibility prerequisites for promotion to CMSgt upon assuming the duties of SEA are eligible for consideration.

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PRINCIPAL RESPONSIBILITIES

A1.1. Organization and characteristics of the CMSAF position and SEA positions are:

A1.1.1. CMSAF:

A1.1.1.1. The position of CMSAF was created to act as personal advisor to the Air Force Chief of Staff and Secretary of the Air Force on matters concerning the welfare, health, morale, proper utilization and progress of the enlisted force.

A1.1.1.2. CMSAF is the senior enlisted grade in the Air Force and takes precedence over all other chief master sergeants.

A1.1.1.3. The special basic pay and retired pay rates for the CMSAF are set by specific U.S. Codes. People may continue on active duty after completing a CMSAF tour, but will revert to the pay grade of CMSgt (pay grade E-9) until retirement; they will then be advanced to CMSAF (pay grade special) for retired pay purposes.

A1.1.2. SEA:

A1.1.2.1. The position of SEA was established to provide a personal advisor on matters concerning the welfare, health, morale, proper utilization and progress of the enlisted force to senior commanders in the major air commands.

A1.1.2.2. The duty title 'Senior Enlisted Advisor' will be used only by Chiefs awarded SDI 9E000 who are currently assigned to a valid SEA authorization. Positions or titles such as Sergeant Major, Junior Enlisted Advisor, Enlisted Coordinator, Chief Enlisted Manager (CEM), Airman Advisor, Senior Enlisted Representative, or any other duty title which alludes to duties related to the SEA title are not allowed with any CEM Code or Air Force Specialty Code as they detract from the official 'Senior Enlisted Advisor' title. AFPC Chiefs' Group will annually review duty titles and direct personnel not to use the SEA duty title if they are not holding SDI 9E000.

A1.1.2.3. As SEAs communicate directly with commanders and staff on enlisted health, welfare, and morale, and on utilization of enlisted members in their organizations, they must be well qualified for the position. They must have an exceptional knowledge of airmen career fields and history, and the mission and organization of the Air Force.

A1.1.2.4. The SEA is selected based upon criteria established by the commander and current guidelines regarding overseas tour completion and Continental United States (CONUS) time-on-station requirements. Commanders are encouraged to select individuals from local resources; however, due to the nature of these duties, the AFPC Chief of The Chiefs' Group (HQ AFPC/DPAC) will assist the commander when requested to verify possible availability of a CMSgt candidate. Selection authorities should coordinate with their command Director of Personnel (DP) as soon as a tentative selection is made. Command DPs will coordinate final selection of candidates with HQ AFPC/DPAC.

A1.1.2.5. Through frequent communication, both formally and informally, the SEA maintains liaison between the commander, the enlisted force, and key staff members. The SEA communicates with the commander on problems, concerns, morale, and attitudes of the enlisted force and, in turn,

ensures the commander's policies are known and understood by the enlisted force. In addition, the SEA will:

A1.1.2.5.1. Establish rapport with other commanders and SEAs.

A1.1.2.5.2. Assess factors impacting on the morale and well-being of the enlisted force and provide the commander with recommendations.

A1.1.2.5.3. Evaluate the quality of Noncommissioned Officer (NCO) leadership, management, and supervisory training by visiting Professional Military Education (PME) facilities; review the curricula and effectiveness of these programs.

A1.1.2.5.4. Monitor compliance with Air Force appearance, conduct, and performance standards.

A1.1.2.5.5. Issue directives and other guidance within the CCC function of the organization.

A1.1.2.5.6. Advise councils, represent the commander and ensure understanding of policies. Report to the commander on progress, problems, and direction of all council activities.

A1.1.2.5.7. At the commander's direction, serve on boards, such as senior airman below-the-zone, first sergeant selection, and NCO PME selection.

A1.1.2.5.8. Maintain liaison with the local community and represent the commander at selected civilian functions.

A1.1.2.5.9. Commander directs other duties performed.